## Getting a list of prospective bidders on a specific event:

(Open the PowerPoint presentation, "Prospective Bidders", print out the slides and number them from 1 to 32.)

www.fiscal.ca.gov (2)

Access FI$Cal (3)

Access the FI$Cal Application (4)

CHECK Agree Statement (5)

Sign In with Username (6)

INSERT password (7)

CLICK Sign on People Soft (8)

CLICK Main Menu (9)

CLICK Reporting Tools (10)

CLICK Query (11)

CLICK Query Viewer (12)

INSERT ZZ_EVENT_INTEREST_NOTIFICATION and CLICK Search [This report is generated when a solicitation (event) is loaded onto the CaleProcure system and companies with matching UNSPSC codes are notified.]  (13)

CLICK Excel format [Run to Excel] (14)

OPEN file & Look for Event ID column   [SCROLL to the Right of the Page] (15)

OPEN Column E & EXPAND column to include all addresses for desired Event ID (16)

 COPY emails to another document (17)

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Go back to Query Viewer, slide 12 and INSERT ZZ_Invitation_NOTIF [notice that NOTIF is ***NOT*** complete.] [This report is generated when the administrator personally invites a SB/DVBE or when the SB/DVBE CLICKS the ACCEPT INVITATION button on the particular solicitation (event). Button is located on the top right of the event.  The SB/DVBE must be logged in.] (19)

CLICK Excel format [Run to Excel] (20)

OPEN file & Look for Event ID column (21)

OPEN Column E & EXPAND column to include all addresses for desired Event ID (22)

COPY emails to another document (23)

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Go back to the Main Menu and CLICK Sourcing and Main Events (24)

CLICK Event Workbench (25)

INSERT Event ID (26)

CLICK Search  and SCROLL Right (27)

CLICK the Open Book Icon (28)

CLICK the View/Download History (29)

VIEW User Name Column (30)

SCROLL cursor to right side of page and CLICK VIEW ALL  and VIEW Action Column (31)